

SECTION 3

ELIGIBILITY GUIDANCE AND MEAL COUNTING PROCEDURES

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INSTITUTIONALIZED STUDENTS

An institutionalized child in an RCCI is considered as a one-person household because he/she is not living with his/her actual family as an economic unit. The RCCI need not obtain an application or signature from an adult household member. An institutionalized child is defined as a family of one, therefore program eligibility for an institutionalized child is based on income received by the child only; the family's income is not to be included. Payments from any source directly received by the institution on a child's behalf are not considered as income to the child. Only the income a child earns from employment and/or personally receives while in residence at the institution is considered as income which usually falls well within the free eligibility guidelines. As a result, most meals for institutionalized children can be claimed as free.

Statement of Facts

The simplest method of documenting children's eligibility is to have a Statement of Facts on file at the RCCI. This is a written statement outlining the general policy or condition within the RCCI which would define all the institutionalized children (not including day students) to be eligible for free benefits. A prototype form is included in Appendix A. The following are some acceptable examples of what would qualify as a Statement of Facts.

"All our children are wards of the court. They are not permitted to earn, receive or retain any money while in our custody."

"Our students are permitted to hold part-time jobs (up to 16 hours per week). The maximum earnings we have seen has been \$83 per week. We also permit students to receive up to \$5 per week from home, but require any money received or earned to be turned into our "bank" and to be drawn out only with permission."

Master List or Enrollment Application

If the RCCI does not have a pre-determined policy that dictates the allowable income to children, then it may wish to record eligibility determinations, by child, on a master list or on an enrollment application. A sample master list is included in Appendix B. Both master lists and enrollment applications must contain the following information.

- ❖ Child's personal income – indicate "0" if no income is received
- ❖ Frequency with which income is received
- ❖ Date of eligibility determination
- ❖ Category of eligibility
- ❖ Approving official's signature/initials
- ❖ Date of withdrawal
- ❖ Placement agency

DAY STUDENTS

Day students are children who attend, but do not reside in an RCCI. Their eligibility for free, reduced-price, or paid meal benefits is determined based on household size and income of the student's family or food stamps, Cash Assistance, or Food Distribution Program on the Indian Reservation (FDPIR). A statement of facts does not cover the eligibility of day students as it does for the institutionalized children.

Free And Reduced-Price Application Process

Each year the USDA issues Income Eligibility Guidelines to be used from July 1 to June 30 of the fiscal year to determine eligibility for free or reduced-price meals and free milk. Each sponsor must follow established policies for free and reduced-price meals for children unable to pay the full price of meals. Each sponsor is required by regulations to submit to the CNP office its policy and criteria used for determining meal or milk eligibility. A Free and Reduced-Price Policy Statement is included in the application packet for participation in the National School Lunch, School Breakfast or Special Milk Programs.

At the beginning of the school year, a free and reduced-price application and parent letter must be distributed to all households. Eligibility is determined in one of two ways: (1) income eligibility, in which a determination is based on household size and income; or (2) categorical eligibility, in which children from families receiving food stamps, Cash Assistance, or FDPIR benefits are automatically eligible for free meals. A child who is enrolled in a Head Start program as a participant as part of the "funded enrollment" or meeting the Head Start low-income criteria are eligible for free meal benefits. The Head Start statement of income eligibility issued upon initial enrollment will be sufficient documentation of automatic eligibility, or a list of names of the income eligible Head Start children and a statement certifying that those children "are currently enrolled as participants in the program based on a determination that the children are from households that meet the low-income criteria. It also must include the signature of a Head Start employee authorized to provide certification.

A determination must be made within 10 operating days of the receipt of the application. Whenever possible, applications should be processed immediately, particularly for new students who do not have approved applications on file from the previous year. Once an application has been determined to be complete, a notification letter for school meals is sent to the household. The notification letter states the approval status and includes the name of the hearing official. The notification letter developed by the sponsor has the option of stating, "This notification letter may qualify your child for other benefits such as educational scholarships, fee waivers, and specific educational programs. Take this letter to the district office (or other agency office) for more information on these benefits." Sample applications, parent letters and notification letters are in the appendices of the *Free and Reduced-Price Policy Handbook*.

The sponsor must have a valid application or Direct Certification form on file for each student eligible for free or reduced-price benefits. Information on the free and reduced-price application is confidential and is to be only used for program purposes. Names of children MUST NOT be published, posted, announced, or shared unless authorized by the parent on a multi-use application

or as allowed by the *Free and Reduced-Price Policy Handbook*. Approved applications from the previous year may only be used for 30 operating days after the beginning of the school year. A *Free and Reduced-Price Policy Handbook* is issued and updated yearly by the CNP office to assist with these determinations.

Direct Certification

Households that receive food stamps or Cash Assistance (CA) should receive a "Free Meals Program" form from the Department of Economic Security (DES). Households on the Food Distribution Program on Indian Reservation (FDPIR) may also receive a similar form from their tribe. Either of these Direct Certification forms verify eligibility for school meal benefits and is accepted in lieu of the standard application, however, no names of children may be written in by the family or school. The DES forms are preprinted and the FDPIR forms should be completed by the tribe. The household may choose to submit an application rather than the Direct Certification.

To prevent overt identification of households receiving benefits, sponsors must send the parent letter and standard application to households of all enrolled students.

Foreign Language Translations

When a significant percentage of the population eligible to be served by the sponsor need information in a language other than English, the sponsor must make reasonable efforts to send the appropriate foreign language letters/notices and application forms to such households. Schools are encouraged to provide households with assistance in completing applications through the use of foreign language personnel. A variety of foreign language translations are available upon request from the CNP office.

Verification

Verification is confirmation of eligibility, based on the free and reduced-price application for free and reduced-price meals under the National School Lunch Program. Details outlining requirements for Verification and the Verification Report are in the *Free and Reduced-Price Policy Handbook*.

Verification must include either confirmation of income eligibility or confirmation that the child is included in a currently certified food stamp, Cash Assistance or FDPIR household.

RCCI's are exempt from verification efforts except for application of any day students attending the institution.

Verification must begin on or before October 31st of each school year. Verification must be completed by December 15th of each school year and maintained on file by the sponsor.

Benefit Issuance Document

The benefit issuance document must be maintained, documenting students' eligibility status based on the current, approved free and reduced-price application or Direct Certification form.

Withdrawn students should be removed, or otherwise indicated, on the benefit issuance document. The sponsor must ensure that students identified as free or reduced-price on the document are counted in that category at the point of service. A master list will not serve as a benefit issuance document. If using a master list or statement of facts, the summary of meals served will act as the benefit issuance document. See Appendix G for example of summary of meals served.

MEAL COUNT SYSTEM

Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students by category, i.e., paid, reduced-price, and free, at the point of service. The number of meals claimed for reimbursement must have adequate documentation on file to support the claim. For detailed information on Meal Counting and Claiming, refer to the USDA's *Meal Counting and Claiming Manual* and video, FNS 270, April 1991. See Exhibit C for advantages and disadvantages of a variety of meal count systems.

Point of Service Meal Counts

Lunch and Breakfast

Meals are counted at the point of service where it can be accurately determined that a reimbursable meal has been served to an eligible student.

There are different ways to count meals served by category. The procedure must ensure that meals counted: (1) meet the meal pattern requirements, (2) are served to eligible students, (3) are counted daily by category and (4) all systems must prevent overt identification. Also, only one meal per student per meal service may be claimed for reimbursement. Adult meals, a la carte items, dinners, snacks and second meals are not reimbursable and should be accounted for separately.

Snacks

Sites that are located in areas served by a sponsor and have at least 50 percent of the enrolled children certified for free or reduced-price meals are eligible to receive reimbursement at the free - rate for all snacks served regardless of each child's eligibility for free or reduced-price lunch. A total meal count of the number of students receiving a snack must be recorded daily.

Sites which are not in areas served by a sponsor with at least 50 percent of the enrolled children certified eligible for free or reduced-price meals must count snacks and claim reimbursement by type (free, reduced-price, or paid) for each student, and must have documentation of eligibility.

Medium of Exchange

The medium of exchange includes any type of ticket, token, ID, name or number that is issued to the students for obtaining a meal. The meal count/collection system selected must ensure that the medium of exchange prevents overt identification of free and reduced-price meal recipients in the coding, distribution, and collection process.

Suggested Coding

When determining how the medium of exchange will be coded, consider the following suggested coding methods:

<u>Method</u>	<u>Examples</u>
Coding series	1 through 1,999 free/2,000 through 3,999 reduced/4,000 through 5,999 paid.
Coding by variations	Variations in signatures, placement of date, or ticket distributor such as Mary Smith, Mary J. Smith, and M. Smith.
Coding by subtle differences	Differences in printing such as capital letter, period, spacing of a line, or differences in underlining.
Coding by number of digits	Four digits for free, five digits for reduced price or six digits for paid.

Additional suggestions include changing the medium of exchange coding system yearly to prevent the use of a previous year's tickets and tokens. Do not use a single-symbol code such as A, B, C; X, Y, Z; or 1, 2, 3. Students most easily recognize single-symbol codes.

Color coding by category and single-symbol coding using obvious identifiers such as F, R, P are prohibited.

Daily Reporting

1. Take a physical count at the point of service of meals actually served. Attendance records may not be used.
2. Record meals on a daily basis by category (free, reduced-price, or paid).
3. Daily Edit Checks - The sponsor is to conduct daily checks at each site to ensure the number of children currently eligible for free, reduced-price and paid meals, times the sponsor's attendance factor, do not exceed the meal count for the day. See Exhibit F-1 and F-2 for suggested formats to record edit checks.
4. If a student charges his meal, the meal is recorded by category on the day that it is served and not on the day the meal is paid. A charged meal is NOT counted as a free meal.

5. Claim the student worker meals the same as any other student meals. Student workers eligible for free meals are claimed as "free," those eligible for reduced-price are claimed as "reduced," and those not eligible for free or reduced-price are claimed as "paid."
6. Where schools receive meals from a vendor or a central kitchen, record only those meals actually served, not the number delivered.
7. Adult meals are not reimbursable. However, record in separate categories all adult food service worker meals and other non-program adult meals such as teachers and visitors.

Sample forms are included for daily recording of meals and meal count summarizing for the claim, see Exhibits D and E.

Special Assistance

Special Assistance is a paperwork reduction option available to sponsors that have high percentages of their enrollment eligible for free or reduced-price meals. There are three variations of Special Assistance: Provision 1, Provision 2 and Provision 3. All three provisions allow for a reduction in the frequency that income applications need to be collected from households. Provisions 2 and 3 also allow for simplified meal counting procedures. Sponsors must be approved to participate in Special Assistance and approval is contingent upon having an accurate income application approval system and accurate meal counting system. Refer to the *Special Assistance* handbook for descriptions of the provisions.

ACCOUNTABILITY REQUIREMENTS

Accountability Procedures

It is recommended that written, detailed instructions on the operation of the meal count system be developed and provided to all responsible personnel. These instructions should state how, when, and where a duty is to be performed and which position is responsible. At a minimum, the following duties should be described: determination of free and reduced-price eligibility; verification of income applications; cash collection system; meal count system, including daily edit checks; and completion of the reimbursement claim. See Exhibit G for suggested format.

Staff Training

All personnel involved in the meal count system must receive training to ensure they can adequately perform their duties. At a minimum, an annual workshop or training session should be conducted for all appropriate personnel. New and substitute staff members should also receive orientation on their duties and responsibilities.

Training should cover the following topics: meal pattern requirements; offer versus serve; cash collection system; meal count system; daily and weekly reports; charge policy; lost, stolen, and misused tickets; adult sales; and a la carte/snack bar sales.

Training must be documented, including name(s) and title(s) of instructors, dates, topics covered, and attendees. See Exhibit H.

On-Site Reviews

Lunch and Breakfast

Sponsors participating in the National School Lunch Program must conduct a site review at each site prior to February 1 of each year. **Single-site sponsors are exempt from this requirement.** The purpose of the site visit is to review the meal counting and claiming procedures as they are actually performed. A sponsor may develop its own review form or use the sample form provided. See Exhibits I and J.

Snacks

Sponsors participating in the After School Care Snack Program must review each program two times a year; the first review shall be made during the first four weeks of snack service for the school year that the school is in operation. Those sponsors operating year round should review the program during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter. See Exhibit K.

Statement of Facts for

Name of Institution

Tell us about the income policy at your institution. Your explanation constitutes documentation of eligibility for free and reduced-price meals.

For the institution:

Name

Title

Date

Master List of Children Eligible for Free and Reduced Price Meals Residential Child Care Institution Only

Month

19

[illegible]

Keep an up-to-date copy of this list EACH MONTH. Master list may be Xeroxed at the end of the month and updated as needed.

MEAL COUNT SYSTEMS

MANUAL SYSTEMS	
Roster/Verbal Identifier	<p>Students have some type of identifier, name or ID number. Documentation of meal count is produced during meal service as names/number are checked off on roster or number sheet. This system can be effective with small schools</p> <p>Advantages: Counts by category are taken simultaneously with the actual meal count</p> <p>Disadvantages: Students may forget their ID numbers slowing down the line.</p> <p>System can be time consuming for cashiers where students do not arrive by class.</p>
Coded Ticket/Token	<p>Students present ticket or token to cashier. Tickets or tokens are then physically counted by category at the end of the meal service. This system can be effective when used in small-to-medium schools. In large schools, this system may be too cumbersome.</p> <p>Advantages: If tickets are coded to reflect eligibility categories of students, counting tickets collected at the point of service provides a total meal count and count by category at the same time.</p> <p>Disadvantages: Tickets or tokens can be destroyed, transferred, stolen, or sold.</p> <p>If not coded properly, overt identification may occur.</p>
Coded ID Cards	<p>Students are issued ID cards that are coded to indicate meal eligibility. The cards are presented to the cashier and marked on the roster or list or keyed into a cash register.</p> <p>Advantages: Not easily transferred if photo is on the card and can be used for both a student ID for other school functions which can be a savings to the school district.</p> <p>Disadvantages: Cards can be lost, stolen, or destroyed.</p>

AUTOMATED SYSTEMS	
Automated Tab	<p>Students present tickets that have been coded and sectioned (“tabbed”) to cashier who inserts the tabbed tickets into the programmed register or automated terminal and the section is cut off by the machine. The machine reads the number of the tab and counts each meal served by category. The total meals served at the end of the meal service.</p> <p>Advantages: Saves time because count is taken simultaneously with the collection of tickets.</p> <p>Disadvantages: Tickets can be lost, stolen, destroyed, or transferred.</p>
Bar Codes	<p>A specific bar code is designated for each student identifying his or her eligibility information. The bar codes are either on a computerized scan card issued to students or on a computerized scan sheet. Students verbally identify themselves, show identification, or presents card to cashier. The cashier passes a scanner wand or other automated instrument over the student’s bar code on the computerized “scan “ sheet and the meal count by category is made automatically from the computer. Students may also have a card with a barcode on it that they run through a magnetic device that reads the code.</p> <p>Advantages: Prevents overt identification on the line.</p> <p>Disadvantages: If more than one service line is used and the machines are not electronically linked than there is a possibility of two meals being claimed.</p> <p>If students are issued cards, they can be lost, stolen, or destroyed.</p>
Computerized Cards	<p>Students are issued a computerized card with a magnetic strip (similar to a credit card) that the computer reads automatically identifying the student’s eligibility. The system is set up like a debit card system where families prepay on a weekly or monthly basis and the amount purchased is deducted from the prepaid account.</p> <p>Advantages: Time is often saved because the system provides meal counts by category automatically at the point of service.</p> <p>Disadvantages: If students are issued cards, they can be lost, stolen, or destroyed.</p>

Automated systems often have the ability to generate necessary reports automatically.

*All automated systems have the possibility of computer failure. A back up system must be in place if this should occur.

SUMMARY OF MEALS SERVED/NAME CHECK OFF SYSTEM

I N S T R U C T I O N S

Children's meals are to be recorded **daily** as they are ACTUALLY SERVED. Attendance records are **not** to be used for calculating the number of meals served to children for the month. A master copy could be made listing children's names, coded by category, in alphabetical order by teacher, grade, etc. Leave space for adding new students. The list must be updated on a current basis when withdrawals and transfers are made.

Daily Recording:

1. As child goes through the serving line, teacher or clerk will check the box for correct day on the Summary of Meals form. (Exhibit E)
2. Daily record the number of free, reduced and paid meals served and compare to students eligible by category multiplied by the attendance factor (Exhibit F-1 or F-2) (Daily Edit Check).

End-of-Month (EOM) Totals:

1. At the end of month, total the number of meals each child was served.
2. Post total in the column that denotes the child's eligibility status.
3. Post the totals on the Summary of Meals Served Worksheet to post to the claim.

Summary of Meals Served

Check One: ☐ Lunch ☐ Breakfast

School/Site _____

Teacher _____ Grade _____ Month of _____ Year _____

End of the Month Totals

[illegible]

Prepared by: _____

Signature and Date

Exhibit E

- ☐ National School Lunch
☐ School Breakfast

Juvenile Detention Center/ Residential Institutions

Daily Report and Edit Check Breakfast/Lunch

Institution			Month		Year	
Column A	Column B	Column C				
Juvenile Eligible	Eligible X 99% =	Juvenile Meals Served	Non-program Adult Meals	Program Adult Meals	Suppers	Snacks/A la Carte Sales
		1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
		9.				
		10.				
		11.				
		12.				
		13.				
		14.				
		15.				
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		19.				
		20.				
		21.				
		22.				
		23.				
		24.				
		25.				
		26.				
		27.				
		28.				
		29.				
		30.				
		31.				
		TOTALS				

Column C should not be more than Column B. If Column C is larger, meals may be claimed if documentation supports that all juvenile meals were served.

Prepared by: Signature and Date

- ☐ National School Lunch
☐ School Breakfast

DAILY EDIT CHECK WORKSHEET

School: _____ Enrollment (Membership): _____ Attendance Factor (AF): _____ Month: _____

Day of Month:	Free Eligible	Free Eligible X AF =	Free Meals Served:	Reduced Eligible:	Reduced Eligible X AF =	Reduced Meals Served:	Paid Eligible:	Paid Eligible X AF =	Paid Meals Served:	TOTAL Meals Served:	Program Adults:	Non-Program Adults:	Snacks/ A la Carte Sales \$
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
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26													
27													
28													
29													
30													
31													
											Monthly Totals		

Meals served should not exceed “eligible X AF (Attendance Factor).”

Comments for any counts that exceed comparison:

FOOD SERVICE
ACCOUNTABILITY PROCEDURES

FOOD SERVICE
ACCOUNTABILITY PROCEDURES

As a participant in the National School Lunch Program and School Breakfast Program
_____ has adopted the following procedures for compliance
with USDA accountability regulations.

SCHOOL FOOD AUTHORITY _____

DATE _____

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
FREE AND REDUCED-PRICE APPLICATIONS

1. Applications for free and reduced-price meal benefits with an accompanying letter explaining the program will be distributed to every student or household in the school/district.

WHO

WHEN

HOW

2. Returned applications will be dated and evaluated for completeness and eligibility within ten days of receipt of the application. Incomplete applications will be returned for missing information. A complete application will include: name(s) of student(s); food stamp/CA/FDPIR case number or income by source of that income; social security number of the adult signing the application or indication that the person does not have a social security number.

WHO

WHEN

WHERE

3. Free and reduced price applications from the previous school year will be honored until _____ (no later than 30 operating days from the start of operation)
4. Priority will be given to evaluating applications of newly enrolled students while still maintaining the 10-day response time.
5. Notification of determination of eligibility for meal benefits will be sent to the parents or guardians.

WHO

WHEN

HOW

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
FREE AND REDUCED-PRICE APPLICATIONS (cont.)

6. Determination of eligibility will be recorded on the application to include: type of eligibility, date of determination and initials or signature of determiner. (Sponsors using computer programs for applications may document determination by dating and signing computer generated rosters.)

WHO

WHEN

7. Temporarily approved applications will include date the benefits are to be terminated. New applications will be requested from the household at least 10 days prior to termination. After having two temporarily approved applications, household will be requested to submit a statement describing how basic survival needs are met.
8. Requests for a hearing based upon determination of eligibility will be transmitted to the hearing official _____ (name) _____ immediately upon receipt. The adopted hearing procedures will be followed (See *Free and Reduced Price Policy Handbook*).
9. If incomplete, the racial/ethnic data on the application will be recorded by the determining official using best available information.
10. Rosters by school site of students eligible for meal benefits, clearly coded by category, will be maintained and updated as changes occur. At a minimum, rosters will include: name of students, grade, date of eligibility, date of withdrawal or transfer. Rosters will be available to persons responsible for issuance of the medium of exchange and/or meal counts.

WHO

WHEN

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
FREE AND REDUCED PRICE APPLICATIONS (cont.)

11. Free and reduced price applications will be filed in the following categories: free; temporary approvals; reduced price; withdrawals/transfers; denied. (Applications must be retrievable by school site.)

WHO

WHERE

WHEN

12. Confidentiality of students eligible for meal benefits **MUST** be maintained. With the exception of state or federal reviewers and auditors, this information will be available only to the following school/district personnel:

WHO

13. All free and reduced price applications and rosters will be retained for three years.

FREE/REDUCED PRICE VERIFICATION

1. Approved applications for free and reduced price meal benefits will be verified using the _____ sampling method. (Random, focus, or 100%)
2. On October 31st the free/reduced price approved applications (DES and FDPIR direct certification letters are not counted) will be counted to determine a total number of applications.

WHO

(If using focused sampling):

The number of approved Food Stamp/CA/FDPIR applications will be counted.

WHO

(If using focused sampling):

The error-prone will be separated from the total income approved applications.

WHO

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
FREE/REDUCED-PRICE VERIFICATION (cont.)

3. The number of approved applications to be verified will be computed as follows:

Random Sampling:	3% x total approved applications
Focused Sampling:	1/2% (.005) x total Food Stamp/CA/FDPIR applications
	plus
	1% x total of <u>all</u> applications

4. The approved applications chosen for verification will be randomly selected using the following procedure: (Describe random selection method)
5. Copies will be made of the applications selected for verification.

WHO

6. First notices of selection for verification will be prepared and sent to applicants.

WHO _____ WHEN (By first week of November)

7. The list of selected Food Stamp/Cash Assistance applicants will be sent to the Department of Economic Security.

WHO _____ WHEN (By first week of November)

8. Income documentation will be reviewed as it is received. (See *Free and Reduced Price Policy Handbook* for acceptable sources of documentation.) Documentation for all sources of income listed on the application must be received.

WHO

9. Record results of verification on the application as they are determined. (If using a computer program, results will be indicated on a report of verification efforts.) Documentation will be attached to the application.

WHO

10. Send termination notice to applicants determined ineligible due to verification. (Terminate benefits 10 days from date of notice.)

WHO _____ WHEN (Upon determination)

FOOD SERVICE
 ACCOUNTABILITY PROCEDURES
FREE/REDUCED-PRICE VERIFICATION (cont.)

11. Send notice of change in benefit category due to verification. (Change benefits 10 days from date of notice.)

WHO _____ WHEN (Upon determination)

12. Send notice of termination of benefits due to failure to respond to verification. (Benefits terminate 10 days from date of notice.)

WHO _____ WHEN (December 1)

13. Program participants reapplying for benefits following termination notice MUST provide documentation of income for verification.

14. Prepare verification report for submission to Arizona Department of Education, Child Nutrition Programs.

WHO _____ WHEN (By January 12)

15. Retain all verification records for five years.

CASH COLLECTIONS

1. The price charged for student and adult meals will be established by _____ at the beginning of the school year. Prices for a la carte/snack bar items will be established by _____ as needed. The price of a reduced price student breakfast will not exceed \$.30 and a reduced price student lunch will not exceed \$.40.
2. At the beginning of the school year, a change fund of _____ will be established for each cashier from funds in the _____ account.
3. Each cashier will be responsible for the security of the change fund and be covered by the school/district's insurance bond. The change fund will be safeguarded in the following manner:

<u>WHO</u>	<u>DOES WHAT</u>	<u>WHEN</u>
_____	_____	_____
_____	_____	_____

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
CASH COLLECTIONS (cont.)

4. The medium of exchange (tickets, tokens, IDs, etc.) are safeguarded and distributed in the following manner:

Safeguard: WHO HOW

Distribution: WHO HOW WHEN

5. The student's eligibility for free, reduced or paid meals is reflected on the medium of exchange in the following manner: Codes for free, reduced, paid. (**ATTACH** copies of medium of exchange)
6. A log will be maintained by _____ to record date of issuance of medium of exchange for students to record date of issuance of medium of exchange for students for free meals. (If using automated I.D. cards log will record for all students the I.D. number assigned, issuance date, student name and withdrawal or transfer date.)
(ATTACH COPY)
7. If using tickets as the medium of exchange, the tickets are prenumbered sequentially.
8. If using a check-off system, a monthly roster is prepared for each class which records payments and meals served with appropriate coding for eligible free and reduced price students.

WHO WHEN

(ATTACH COPY)

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
CASH COLLECTIONS (cont.)

9. A daily cash receipts report will be prepared by each cashier, which is reconciled with meal counts and documents differences. Corrective action to reconcile differences is described, if needed.

(ATTACH COPY)

10. Describe procedure for recording cash in line for meals and/or a la carte if coded registers are not used.
11. If using cash registers, describe key board and codes.
12. If allowing student charges, describe procedure for recording charges and payment of charges.
13. Cash receipts are to be deposited daily (at least weekly). Deposit slip is signed by both preparer and verifier and retained for reconciliation with bank statement. (Give name of bank)

Prepared by: _____

Verified by: _____

Deposited by: _____

Records retained by: _____

14. Cash deposits are reconciled with bank statements and any discrepancies are investigated for correction.

WHO

WHEN

15. Tickets are to be retained for one year after the end of the school year in which they were used. All other records must be retained for five years.

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
ON-SITE REVIEWS

1. By February 1 of the school year, each program serving site will be reviewed by (name) _____. The review will be conducted during the meal service in order to evaluate the meal counting and claiming practices. These reviews will be scheduled so that sites with new cafeteria managers, new administrators, large cafeteria employee turnover, and demonstrated meal count problems are reviewed early in the school year.
2. More comprehensive reviews to include such items as food preparation, ordering, storage, sanitation, etc., will be included at the discretion of the food service director.
3. When an on-site review discloses that problems exist, the cafeteria manager and reviewer will develop a corrective action plan to be implemented as quickly as possible. A second review will be conducted within 45 calendar days to ensure that the problems have been corrected.
4. If problems still exist after the second review, the food service director will take immediate appropriate action, including dismissal of personnel within the district's due process procedure, to ensure accuracy in meal counting and claiming at the site.
5. All on-site reviews will be documented to include date of review, review results, and name of reviewer, and be available for evidence of compliance to state and/or federal reviewers.

Attach copy of review form.

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
MEAL COUNTS AND REIMBURSEMENT CLAIM

1. Describe how each meal/milk is served to a child and identified as free, reduced or full price. (Ex: Students use tickets with number code 01 for free, 02 for paid, and 03 for reduced.)
2. Describe how free, reduced and full-price meals/milk are counted and recorded. (Ex: Food service staff counts tickets after conclusion of meal service and records number on summary report.)
3. Describe when the point of service meal/milk counts is taken. (Ex: Students proceed through lunch line and present tickets to food service staff at end of line.)
4. Describe edit checks of daily report of meal counts. Who performs these checks? Edit checks include comparison of meals served by category with number eligible for benefits times the attendance factor.
5. Describe procedure for accounting for second meals purchased by a child. Procedure must ensure that only one meal per child is counted for reimbursement.
6. If sponsor has more than one site, describe how meal counts are consolidated. Who performs this task, when? What happens if edit checks are exceeded? (Attach copy of consolidated report form.)
7. Describe preparation of claim for reimbursement. Who does it? When? Who signs it? Also describe procedures for filing an amended claim.
8. Describe procedure for handling lost, stolen, misused tickets.

FOOD SERVICE
ACCOUNTABILITY PROCEDURES
STAFF TRAINING

Describe procedures for training of personnel involved in meal counting, claiming activities, and cash handling. Training should include:

1. Orientation; how the person fits into the overall lunch program.
2. The meal pattern, Offer vs. Serve, and identifying a reimbursable meal.
3. Completion of the daily/weekly report.
4. Cash register/computer operations, cash handling.
5. Understanding the medium of exchange.
6. Free and reduced price meal procedures, including those for prepaid meals.
7. Procedures for charging meals/charge policy.
8. Procedures for handling lost, stolen, misused tickets/policy.
9. Procedures for recording second meals.
10. Adult meal service.
11. A la carte, snack bar procedures.
12. The physical set up of the cashiering/meal count station.

Identify visual aids and materials used in the training session.

Training will be given at the beginning of the school year and periodically as needed.

Training will be documented to include date, participants, and agenda items covered. This documentation will be available to state and/or federal reviewers. See Exhibit H

FOOD SERVICE TRAININGSCHOOL

TOPICS

___ Free/Reduced Applications

___ Free/Reduced Verification

___ Cash Collections

___ Meal Counts/Reimbursement

___ Meal Pattern/Production

___ Other

PROGRAMS

___ National School Lunch

___ School Breakfast

DATE: _____

TIME: _____ TO _____

PLACE: _____

TRAINER(S): _____

NUMBER OF PEOPLE ATTENDING: _____

GENERAL SUBJECT AREAS COVERED:

COMMENTS:

To be completed for all food service training programs and meetings in which all or part of presentation was made by food service staff.

FOOD SERVICE TRAINING ATTENDANCE ROSTER

Date_____

Event _____

Name of Individual

Name of School

Position

[illegible]

On-Site Facility Review

of Counting and Claiming Procedures

for Use by Residential Child Care Institutions

National School Lunch/Breakfast Programs

Facility Name _____

Date of Review _____ First Review _____ Second Review _____

Signature of Reviewing Official

Master Lists for Determining Reimbursable Meals Served to Students

The purpose in reviewing each facility's system for maintaining and updating master lists is to be assured that eligibility is accurately and promptly recorded. If a child's eligibility is wrong on the master list, then meals served to the child are claimed in the wrong category.

Master Lists

	Yes	No	N/A	Comments
1. If the facility is notified of changes in eligibility, be prepared to verify that changes were correctly noted on the master list. Did the facility accurately update the master list?				
2. Review the master list. Does the master list correctly identify the eligibility categories of the children?				
3. Are the dates when a child withdraws or transfers or when eligibility changed clearly and accurately noted on the master list?				

Meal Count System

The purpose in observing the facility's meal count system is to ensure that, at each key point, the system is operating as planned and that meals served are accurately recorded by category and at the point each child is known to have received a reimbursable meal. You will need to observe staff in action, e.g., cashiers, managers.

At the Point of Service

	Yes	No	N/A	Comments
4. Are meals counted by category at the point of service?				
5. Are only meals that contain the required components recorded for reimbursement?				
6. Are a la carte items excluded as a reimbursable meal even if together they comprise a complete 3, 4, or 5 component meal? (The answer should be yes because the items are not priced as a unit and available to <u>all</u> children.)				

7. Is the facility following procedures to ensure that only one reimbursable meal per child per day is claimed? (It must be ensured that seconds are not claimed even when there are multiple serving stations.)				
	Yes	No	N/A	Comments
8. Are reimbursable meals recorded at the point they are served to student workers?				
9. Are meals served to student workers claimed in the appropriate category.				
<u>Meal Consolidation</u>				
10. Are the meals served added correctly by category? (Tray counts cannot be used.)				
11. Are counts from all stations correctly consolidated by type? (Tray counts cannot be used.)				
<u>Overt Identification</u>				
12. Is the identification of free/reduced-price status adequately concealed during payment and the meal service?				
<u>Written Procedures</u>				
13. Is the meal count system in use approved by the state agency?				
14. Are the written procedures to describe the meal count system accurate and useful for school staff?				
15. Are procedures in place to ensure the system does not break down when key staff are absent?				
<u>Training</u>				
16. Is written documentation available of staff training in meal counting procedures?				

On-Site Facility Review of Counting and Claiming Procedures for Use by Correctional Institutions

National School Lunch/Breakfast Programs

Facility Name _____

Date of Review _____ First Review _____ Second Review _____

Signature of Reviewing Official

Rosters for Determining Meals Served

The purpose in reviewing each institution's system for maintaining and updating rosters (lists of juveniles assigned) is to be assured that changes in assignment are accurately and promptly recorded.

Rosters

	Yes	No	N/A	Comments
1. If the institution is notified by the administrative office of changes in assignment, be prepared to verify that changes were correctly noted on the population report. Did the institution accurately update the population report?				
2. Are the dates when a juvenile is released or transferred clearly and accurately noted on the population report?				

Meal Count System

The purpose in observing the institution's meal count system is to ensure that, at each key point, the system is operating as planned and that meals served are accurately recorded at the point each juvenile is known to have received a reimbursable meal. You will need to observe staff in action.

At the Point of Service

	Yes	No	N/A	Comments
3. Are meals counted at the point of service?				
4. Are only meals that contain the required number of components recorded for reimbursement?				
5. Is the institution following procedures to ensure that only one reimbursable meal per juvenile per day is claimed in each program?				
6. Are reimbursable meals recorded at the point they are served to juvenile workers?				

Meal Count Consolidation

7. Are counts from all stations correctly consolidated by the institution?

Written Procedures

8. Is the meal count system in use approved by the state agency?

Yes

No

N/A

Comments

9. Are the written procedures to describe the meal count system accurate and useful for institution staff?

10. Are procedures in place to ensure the system does not break down when key staff are absent?

**AFTER SCHOOL CARE SNACK PROGRAM
SITE REVIEW**

NOTE: To be completed twice per year. Once during the first four weeks of operation, and one other time during the school year.

Sponsor: _____ Site: _____

Site Contact: _____
Name and Title

Site Address: _____

Date of Review: _____ Today's attendance: _____

Average Daily Participation: _____

Total # of snacks served _____

Yes	No	N/A	Explain any "NO" answers below
_____	_____	_____	1. For sites with greater than 50% NSLP free/reduced applications is there a head count of children receiving snacks?
_____	_____	_____	2. For sites with fewer than 50% NSLP free/reduced applications is there an accurate point of service?
_____	_____	_____	3. Do the snacks meet the meal pattern requirements?
_____	_____	_____	4. Are no more than two desserts offered per week?
_____	_____	_____	5. Are food production records maintained?
_____	_____	_____	6. Do the portion sizes meet the meal pattern requirements?
_____	_____	_____	7. Are only snacks that contain the required number of components recorded for reimbursement?
_____	_____	_____	8. Is no more than one snack per child/day counted and claimed?
_____	_____	_____	9. Are sanitary procedures used in handling food?
_____	_____	_____	10. Has staff training on proper food handling procedures been provided?

Explain "NO" answers here: _____

